



RevCom Quick Tips Writer

Login	<ol style="list-style-type: none">1. Go to www.revcom.doe.gov2. Choose your RevCom installation and click on the correct link (Directives, Technical Standards, LANL, etc.)3. Click on the Writers button.4. Enter your RevCom username and password (send e-mail to support@doxcelerate.com if you need a RevCom account).
Review Comments Submitted to You	<ol style="list-style-type: none">1. In the Comment Resolution section, click on the title of your document.2. Use the code (M(R):m) to the left of each section title in the Section List on the left side of the screen to identify where and how many comments have been made.<ol style="list-style-type: none">a. M - Number of Major or Essential Comments submitted to youb. (R) - Number of "Major" comments to which you have respondedc. m- Minor or Suggested Comments submitted to you3. Click on the section title to view a section and make responses.4. Scroll down to view the section text and embedded comments.5. To view the full document, click on the title of the document in the upper left portion of the screen.6.
Respond to comments submitted to you	<ol style="list-style-type: none">1. Choose a section on the Section List where there is at least one comment (number of comments is indicated in brackets next to the section title).<ol style="list-style-type: none">a. Comments submitted to you will be displayed in the body of the text.2. Click the Respond button by a comment to enter your response.3. You must choose one of the response options available, i.e., Accept, Accept with modifications, Reject4. You may wish to add some explanation in the text editing box provided.5. Click on Save Response at the top of the text editing box to save your work. You can always edit your response by clicking on Respond again.6. You must respond to all comments
Submit Your Response Package	<ol style="list-style-type: none">1. Click on the Submit Responses button near the top left of the screen or choose Version and click Submit Package.2. On the Submit Package screen:<ol style="list-style-type: none">a. Press Submitb. Press Notify only once to notify the reviewers that you have submitted responses to their comments.

8/5/2008

Technical Support: 505-663-1302 or support@doxcelerate.com

Monday-Friday, 8:00 am – 8:00 pm (Eastern Time)

After hours, leave message.



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Get **Reports**

1. Once you have selected a document, choose the **Reports** menu on the RevCom Menu Bar.
2. Click on **Quick** to select from a list of standard reports.
 - a. All Comments - All comments submitted by all Coordinators, even if up-level coordinators did not include these comments in their packages to you. Do not use this report to compare with the comments sent for response
 - b. Answers-Summary – Use this report for detail on survey questions or concurrences.
3. Click on **Custom** to build your own report.
 - a. Comments-Response Report – Use this report to compare with the comments sent to you for response by top level organizations.
 - i. 1-Both
 - ii. 2-Top Organizations
 - iii. 3-None
 - iv. 4-Yes
 - v. 5-All Paragraphs (or preference)
 - vi. 6-No (or preference)
 - vii. **Submit**

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